

NAWCWD

Naval Air Warfare Center Weapons Division

EQUAL EMPLOYMENT OPPORTUNITY



In October 2003, the Equal Employment Opportunity Commission issued Management Directive (MD) 715 that defined the essential elements of a Model Agency Title VII and Rehabilitation Program (Model EEO Program) as: 1) Demonstrated commitment from agency leadership; 2) Integration of EEO into the agency's strategic mission; 3) Management and program accountability; 4) Proactive prevention of unlawful discrimination; 5) Efficiency; and 6) Responsiveness and legal compliance. I am personally committed to implementing every one of these essential elements for a Model EEO Program into the NAWCWD culture and expect all employees to follow suit. The success of our EEO Program is ultimately the responsibility of each employee at this activity.

Equality of access, opportunity and competition in all our personnel/employment programs, management practices and decisions, regardless of race, religion, color, sex, national origin, age or disability is the responsibility of every supervisor and manager. Incorporating equal employment principles into our daily work lives is not an option, but a requirement and responsibility of all employees.

A Model EEO Program includes a work environment where any type of harassment is not tolerated. It is my policy that all allegations of harassment will be promptly investigated, and where substantiated, appropriate action taken. If any employee believes they have been harassed in violation of this policy, they should contact their appropriate level of supervision or an EEO Counselor. It is NAWCWD policy that all employees are entitled to exercise their rights under the civil rights statutes without fear of reprisal. Reprisal against anyone who engages in protected activity is not acceptable and will not be tolerated.

RDML W. M. SKINNER
EEO Officer
Commander, Naval Air Warfare Center
Weapons Division

ARLENE BLACK
Deputy EEO Officer
Human Resources Department,
EEO Division, Code 734000E
(805) 989-3309 DSN 351-3309

REASONABLE ACCOMMODATION

The Rehabilitation Act of 1973 requires all federal agencies to provide reasonable accommodation to qualified employees and applicants with disabilities. Guidance and information on the reasonable accommodation process may be found at <http://www.nawcwg.navy.mil/~hrd/supvypage/reasonableaccommodation.html>

For additional information you may contact Ms. Jeanie Salyer at (760) 939-2448, Ms. Deborah Wilson at (805) 989-3224 or your assigned Human Resources Advisor.

ALTERNATIVE DISPUTE RESOLUTION (ADR) PROCESS

Mediation is an alternative form of dispute resolution that is available to NAWCWD employees. Mediation provides opportunities to address concerns and clarify misunderstandings with the assistance of a trained neutral third party. It is an effective means for resolving workplace disputes and improving working relationships. Electing mediation does not waive an employee's right to file an EEO complaint. Employees and supervisors are encouraged to use mediation as an alternative method for resolving disputes. For additional information contact Ed Castellon, ADR Coordinator, (805) 989-3233 or DSN 351-3233.

PREVENTION OF SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination. We will not condone and will not allow sexual harassment anywhere in the Department of the Navy. All supervisors, managers, and employees of NAWCWD have a responsibility to treat seriously any reported or observed actions, behaviors, or language, which may be considered sexual harassment. All incidents of sexual harassment will be reported and investigated. For additional information or to report an incident contact Dana Hyatt, (760) 939-0200 – DSN 437-0200 or Veronica Vasquez, (805) 989-3254 – DSN 351-3254. Website: <http://www.nawcwg.navy.mil/~hrd/eo.htm#prevention%20of%20sexual%20harassment>.

Department of the Navy Equal Employment Opportunity and Prevention of Sexual Harassment Advice Line
Toll Free: 1-800-253-0931 Commercial: (901) 874-2507 DSN: 882-2507

EEO COMPLAINT PROCESS

Discrimination in employment based on a person's race, religion, color, national origin, age (40 and over), physical or mental disability, or reprisal for prior EEO complaint involvement or opposition to discrimination is prohibited by federal law, Department of Defense (DOD) and Department of the Navy (DON) regulations. In order for an individual to file a timely EEO complaint the individual must contact an EEO Counselor within 45 days of the date of the matter alleged to be discriminatory or, in the case of personnel action, within 45 days of the effective date of the action. The following diagram describes some key timeframes associated with the EEO complaints process.



For more information on EEO please visit our website at <http://www.nawcwg.navy.mil/~hrd/eo.htm>

NAWCWD IS AN EQUAL OPPORTUNITY EMPLOYER



NAWS

Naval Air Weapons Station China Lake EQUAL EMPLOYMENT OPPORTUNITY



It is the policy of the Naval Air Weapons Station (NAWS) China Lake to vigorously enforce and promote equal employment opportunity (EEO) and a workplace free of discrimination for all employees and applicants for employment regardless of race, color, religion, national origin, sex, disability, and reprisal for protected activity. The success of the EEO program is the responsibility of all personnel, both civilian and military. Organizational leaders, supervisors and managers hold an especially critical role in the EEO program and must ensure that all employment decisions are made in accordance with EEO principles to eliminate barriers that impede free and open competition in the workplace.

Workplace harassment will not be tolerated. Allegations of harassment will be immediately investigated, and where allegations are substantiated appropriate action will be taken. This prohibition covers harassment by anyone in the workplace to include supervisors, co-workers, and non-employees. If you believe you have been harassed in violation of this policy, you should contact the first level of management not involved in the complaint, or your designated Human Resources Advisor.

Reprisal against anyone who engages in protected activity is not acceptable. I support all employees in the exercise of their rights under the civil rights statutes. I am firmly committed to EEO and expect all employees, supervisors and managers to understand and fully support the goals and objectives of EEO.

CAPT M. G. STORCH
Commanding Officer, Naval Air Weapons
Station China Lake

DEBBIE LEWIS
Deputy EEO Officer
Human Resources Department,
EEO Division, Code N04H3R
(619) 532-2328 DSN 522-2328

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